

TRANSPORTATION OPERATIONS SUPERVISOR 3

KIND OF WORK

Third of four classes involving advanced supervision of highway, statewide signing/stripping or heavy equipment maintenance and repair work.

NATURE AND PURPOSE

Under general direction, supervises subordinate supervisor(s) in highway or heavy equipment maintenance and repair; performs related work as required. Subordinate supervisory staff include Transportation Operations Supervisors 1 and/or 2 or Heavy Equipment Mechanics and Heavy Equipment Field Mechanics. Supervision includes developing and implementing long/short range, contingency and seasonal work plans including budget; prioritizing district-wide overall resource sharing (e.g., labor, equipment, materials) overseeing a significant functional area; ensuring subordinate staff are trained in work activities, safety and procedures; and carrying out the supervisory duties outlined in the Public Employees Labor Relations Act (M.S. 179A.03, Subd. 17). Supervision is typically received from a Transportation Operations Supervisor 4.

DISTINGUISHING CHARACTERISTICS

Whereas Transportation Operations Supervisor 2 positions have sub-area responsibilities, Transportation Operations Supervisor 3 positions typically supervise supervisors and in maintenance have additional district-wide responsibilities; in heavy equipment maintenance, positions are responsible for administering shop operations. At the Transportation Operations Supervisor 4 level, positions report to an Engineer Senior Administrative, supervise supervisors and are responsible for supervising highway maintenance in a small District or half of a large District; or within Metro District for a district-wide functional area (e.g., bridge maintenance, attractive roadsides, drainage, smooth pavement, etc.)

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises supervisors and subordinate staff including assigning and monitoring work; training; effectively recommending hiring and reward/disciplinary actions; and conducting performance evaluations.

Develops and implements long/short range, contingency and seasonal work plans for specialized, functional area(s) within the District.

Inspects or ensures that subordinate supervisors inspect sub-area roadways, rights-of-way, signing/stripping activities, heavy equipment and facilities to determine maintenance needs, develop sub-area work plans and oversee resource prioritization (e.g., consumable and fixed inventory management, coordinate shared equipment, labor) for repairs in accordance with the District Plans.

Ensures that subordinate supervisors direct and train employees on work and safety procedures to verify that labor, materials and equipment are documented and completed according to specifications within budget, specified timelines and that staff are motivated to follow MnDOT, OSHA, EPA, MPCA and other federal and state laws, rules, regulations and policies.

Ensures that subordinate supervisors develop sub-area summer work plans and winter maintenance schedules by reviewing, approving and providing feedback to ensure work completion according to department standards, in priority order, cost effectively and within specified timelines.

Administer statewide signing/stripping operations to include: developing and implementing financial reporting systems; initiating financial statements; analyzing and making recommendations to reduce costs and improve delivery of pavement markings and signs; communicating new technologies; developing and monitoring Quality Management and Control efforts; and coordinating and assisting in measurement, evaluation and research activities.

Administer Shop operations to include: prioritizing and tracking repairs/costs; advising on equipment types/capabilities; developing specifications; overseeing equipment inspections, preventative maintenance and disposal; communicating basic repair standards and business principles; maximizing warranties; obtaining licenses to meet District needs; monitoring performance targets and specific seasonal timelines.

Assists in developing, communicating and administering biennial budgets and annual spending plans by overseeing consumable and fixed asset inventories (e.g., equipment, Shop, salt, fuel) to ensure appropriate evaluation, prioritization and replacement of inventories.

Coordinates labor, equipment and materials across work areas to ensure successful completion of the work within budget and specified timelines.

Advises subordinate supervisors and staff on complex work situations (e.g., investigations, emergency response) mentoring them by applying advanced technical knowledge and human relations skills and recognizing when issues should rise to another level for successful resolution.

Represents the District and/or MnDOT to local governments, media, internal committees and the public to provide direction on philosophy, operations, policies, safety and work methods.

Accounts for, updates and audits manual and automated systems (e.g., RCA, WMS, M5) to assure coding accuracy for planning, asset management and performance measures tracking.

Develops and administers cooperative agreements and partnerships between MnDOT and local units of government so that contract specifications are achieved in accordance with standards, policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select supervisors and staff affirmatively, assign, schedule, direct, train, evaluate work performance and reward/discipline reporting program staff.

Advanced technical knowledge of snow and ice operations including: computerized system and equipment functionality; salt and alternative chemical capabilities/limits; environmental best practices; temperature/wind impacts and blowing snow control strategies; performance measures; and road/weather condition reporting; to ensure the safety of the travelling public.

Fiscal and governmental accounting systems sufficient to assist in developing and administering budgets, annual spending plans, partnership agreements and procurement processes.

Advanced project planning and operations to oversee prioritization and negotiation for human, financial and technology resources needed for successful project completion.

Equipment, materials, computerized and hand tools used in highway and sign maintenance, heavy equipment fabrication and repair sufficient to plan, prioritize and oversee the work.

MnDOT, OSHA, EPA, MPCA, and other federal regulations, state laws, rules, policies and procedures to oversee compliance, supervisor and staff training and worker safety.

Skill in:

Human relations to motivate supervisors to achieve work objectives through others and maintain a positive work environment where tight deadlines, high volumes of work and conflicting priorities are routine.

Oral and written communications to negotiate cooperative agreements, determine specifications and professionally interact with local governments, vendors, media, staff and the public.

Skill in: (continued)

Computers and software to provide oversight in the collection, tracking, analysis and organization of data for presentation to management, staff and a wide variety of customers.

Ability to:

Establish and preserve relationships with state and local governments, media, vendors, staff and the public.

Read, comprehend and apply federal regulations, state statutes, complex weather data, technical drawings, policies, procedures and manuals to deliver detailed technical information on financial, operations and program reporting systems to management, staff and a wide variety of customers.

Motivate supervisors and staff to engage in new or ongoing department priorities sufficient to explain not only the 'what' but also the 'why' reasoning sufficient to gain compliance.

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T.C.:
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